

The NDAAC: A CO's Prevention Brain Trust

Navy Drug and Alcohol Advisory Councils (NDAACs) are to be organized and planned by Alcohol and Drug Control Officers (ADCOs) at shore installations according to OPNAV 5350.4C. The NDAAC is an opportunity for shore installation leadership to coordinate substance abuse prevention efforts with the rest of the command. This coordination is essential to continue Navy's downward trend in alcohol and drug incidents of the past few years.

The following is a set of general guidelines for ADCOs establishing an NDAAC for the first time. This is by no means a definitive guide, and ADCOs are encouraged to run the NDAAC the way they feel would be most effective. More specific guidance can be downloaded at the bottom of the page.

Step One: Identify the Key Players

Who takes the lead in responding to alcohol and drug incidents at your command? The CO, XO, and CMC are easy choices, but assembling a manageable list of invites can be a challenge. There is no perfect list. Invite too few, and the meeting will not get results. Invite too many, and the meeting itself could be too crowded to be effective. Typical invites for most commands should include: Base security representative, Staff JAG, Family Service Center director, Chaplain, Medical Department representative, MWR representative, tenant command representatives, and NCIS. **As stated in the OPNAV 5350.4C, the CO, XO, or another CO-designated representative holding the rank of O-5 or above should chair the meeting itself.**

Step Two: Research the Problem

Contact ADMITS (901-874-4397) to receive the latest statistics on drug positives, alcohol incidents, and DUIs at the UICs pertaining to your command. Base and local police are also good sources of information on the alcohol and drug threat to your Sailors. Use this information to identify the problem areas, as each command faces different challenges. For example, West Coast commands currently face a bigger threat from Methamphetamine than those on the East Coast.

Solid research will enable you to develop a program that specifically targets your command.

Step Three: Plan the Meeting

These meetings are to be held quarterly, so you should choose a date that will facilitate maximum attendance. Crafting an agenda based upon your research is key. The meeting will prove far more effective if everyone arrives with a clearly defined set of issues to discuss. Disseminate the agenda at least a week in advance to ensure that the attendees have ample time to absorb it. If possible, urge the CO (if he/she will not be chairing the meeting) to select the NDAAC chair a week in advance to permit familiarization with the

format and agenda. Finally, make sure that someone takes detailed minutes at the meeting. Particular emphasis should be place on any action items that emerge from the proceedings.

Step Four: Consolidate the Gains

While the meeting remains fresh in your memory, assemble the minutes and produce a summary of events. This summary, with action items featured prominently, should be sent to meeting participants and absent invitees within a week of the meeting. Be sure to follow up on any action items on behalf of your CO. Hopefully, you will have a general idea of a date for the next NDAAC. Once you have established a date, disseminate it to the attendee list and send out regular reminders.

The NDAAC is one of the most effective ways to ensure that your CO maintains a firm grip on the alcohol and drug situation at your command. Careful planning and research on your part will make each NDAAC meeting more productive, enabling the command to present a united and consistent front against substance abuse. For additional information on planning an NDAAC, contact [us](#).